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| --- | --- |
|  | First Name Last Name |

# Application

**Function (e.g. Account Manager)**

|  |  |  |
| --- | --- | --- |
| **Personal details** |  | First name and surname  Street no. Postcode City  name@webadresse.ch  +41 00 000 00 00  Date of birth: 00. month 0000  Place of origin/citizenship: state place of origin or citizenship and residence permit.  Marital status: e.g. married, single  Children: 00 Children aged X, Y and Z years old |
| **Work experience** |  | **Function (e.g. controller), company 1, location (e.g. Sample Company AG, Zurich)**  MM/YYYY to MM/YYYY (e.g. 2015 to 2020)   * Activity 1 (keywords or briefly describe) * Activity 2 ... * Activity 3 ...   **Function, company 2, location**  MM/YYYY to MM/YYYY (e.g. 2015 to 2020)   * Activity 1 (keywords or briefly describe) * Activity 2 ... * Activity 3 ...   **Function, company 3, location**  MM/YYYY to MM/YYYY (e.g. 2015 to 2020)   * Activity 1 (keywords or briefly describe) * Activity 2 ... * Activity 3 ... |
| education and further training |  | **Degree 1 (e.g. federal diploma XYZ, Master of Arts)**  **School/college/university, LOCATION**  **YYYY to YYYY (dates from ... to ...)**  Degree or Certificate 2  (Technical) college/apprenticing company, LOCATION  YYYY to YYYY (dates from ... to ...)  Degree or Certrificate 3  (Technical college)School/apprenticing company, LOCATION  YYYY to YYYY (dates from ... to ...)  Degree or Certrificate 4  (Technical college)School/apprenticing company, LOCATION  YYYY to YYYY (dates from ... to ...) |

|  |  |  |
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| Qualifications |  | LanguagesGerman: mother tongueEnglish: oral good, written basic knowledgeFrench: ...Computer skillsWord: basic knowledge, good/very good knowledgeExcel: Basic knowledge, good/very good knowledgeProgramme 3: ...Programme 4: ...Further qualifications Indicate here any further knowledge and qualifications, e.g. driving licences for vehicles/machinery, if this could be important for the advertised position. |
| About me |  | **Personality**   * Character trait 1 (e.g. reliable, team player, well-positioned, quiet etc.) * Character trait 2 * Character trait 3  Hobbies  * Hobby 1 (you can also briefly describe the hobby) * Hobby 2 * Hobby 3  Social media  * XING-Profile * LinkedIn-Profile * Others |
| References |  | I will gladly provide you with references upon request. |
| Entry |  | Start date/immediately or by arrangement. |

First name Last name, address, postcode, town [sender's address].

Sample Company AG

Mr Peter Muster

Mustergasse 3

2000 Musterhausen

Place, date (e.g. Lucerne, 23 July 2022)

### Application as [enter function]

**Application as [function Job advertisement dated [date] [where, e.g. jobs.ch, in the Newspaper xyz].**

Dear Mr. XY, Dear Ms. XY

You should include three elements in a letter of motivation: an introductory sentence, a main body and a concluding sentence. The text should also take up one page.

In the introductory sentence, you can already establish a connection between the advertised position and yourself. However, avoid phrases like: "I hereby apply ...". It is better to start with something like: "Are you looking for a ...... (profession)? I have the necessary experience.

In the body of the letter, explain why you are the right person for the job and what your strengths are. Think about which of your strengths fit the job and name them. For example, the following sentences would fit into a main body: I have already worked for several years as a ...... (profession) and have acquired a wide range of specialist knowledge - I do my work reliably, efficiently and precisely - My strengths include resilience and flexibility - I enjoy daily contact with people - Customers appreciate my open manner - I am open to new things and have a quick grasp of things, etc. - I have a good eye for detail - I have a good head for business - I have a good head for work.

In the closing sentence, you confirm your interest in the job and in an interview. For example: Are you interested? I am very interested and look forward to meeting you in person - I look forward to meeting you for an interview to learn more about this position and to tell you more about myself.

Kind regards

First name Last name